

**MARION COUNTY**  
**Marion Water Quality Advisory Committee**  
**BYLAWS**

**1. NAME**

This advisory committee will be known as the Marion Water Quality Advisory Committee (“MWQAC”).

**2. MISSION**

To serve the interests of the citizens of Marion County by providing direction to Marion County staff with regard to stormwater and water quality education, regulation, and county programs.

**3. PURPOSE OF ADVISORY COMMITTEE**

3a. The Board of Commissioners formed MWQAC by Board Order on July 28, 2010.

3b. MWQAC members represent the public interest by advising county staff regarding stormwater and water quality issues, and providing input to the Marion County Board of Commissioners regarding stormwater and water quality issues in an ethical and responsible manner. MWQAC is subject to the laws applicable to public bodies.

**4. GOALS**

4a. To provide a forum for input to the Board of Commissioners and a clearinghouse for information regarding stormwater and water quality.

4b. To further develop the water quality program in accordance with the current Marion County Stormwater Management Plan and Total Maximum Daily Load Implementation Plans.

**5. MEMBERSHIP**

Representation: The MWQAC shall be limited to eleven members.

5a. Members at Large:

- (1) One Chair.
- (2) One Vice-Chair.
- (3) Four Laypersons.

5b. Community Stakeholders:

- (1) One representative from the Marion Soil and Water Conservation District.
- (2) One representative from the local Home Builders Association.
- (3) One representative from the Marion County Agricultural Industry.
- (4) One local Land Developer.
- (5) One representative from a local Watershed Council.

## **6. APPOINTMENT**

- 6a. Members of the MWQAC shall be appointed by the Board of Commissioners to serve a four year term from the date of appointment. All members shall serve at the pleasure of the Board of Commissioners.
- 6b. Terms shall commence on the date of appointment by the Board of Commissioners.
- 6c. Members wishing to be reappointed shall submit a written request within 120 days prior to their term's expiration to the MWQAC Chair who shall notify the Director of Public Works ("Director") or his/her designee of the requested reappointment.
- 6d. Members must be reappointed by the Board of Commissioners
- 6e. The Director or his/her designee shall be an ex-officio member of MWQAC and vested with responsibility for assisting the Chair in coordinating MWQAC activities.

## **7. MEMBERS DUTIES & EXPECTATIONS**

Members are expected to attend meetings regularly, participate in discussion on topics brought before the MWQAC, work collaboratively with other MWQAC members and the public, inform themselves and the MWQAC on related topics through reading of handout materials and other sources of information, and participate in the decision making process. Members will complete tasks assigned by the chair and will carry out assignments from committees to which they have been appointed.

Additionally, MWQAC members are expected to abide by Oregon public meetings, public records, and conflict of interest laws.

## **8. TERMINATION**

The MWQAC shall recommend to the Board of Commissioners removal of any member who it believes warrants termination from the MWQAC.

- 8a. Attendance: More than three absences by any member from scheduled meetings during a consecutive twelve-month period may cause the MWQAC to recommend to the Board of Commissioners that this member be removed. Following the second absence during a consecutive 12-month period from a MWQAC meeting, the member shall be reminded by the Chair of the absence removal policy.
- 8b. Member absences:
  - (1) If a member will not be able to attend a scheduled MWQAC meeting, the member is to contact the Marion County Department of Public Works prior to the meeting and inform the Director or his/her designee or the chair and/or vice-chair of the absence.

- (2) The MWQAC vice-chair will notify the meeting recorder of the absences at the end of the meeting for inclusion in the minutes.
- (3) The absences will be recorded by the MWQAC vice-chair for review and action if needed.
- (4) The record of absences will be kept on a twelve-month basis that will coincide with each member's date of appointment.

8c. Resignations: Resignations by members shall be submitted in writing to the MWQAC Chair and announced at the next meeting. A copy of the resignation shall be forwarded to the Department of Public Works and the Board of Commissioners.

8d. All MWQAC members serve at the pleasure of the Board of Commissioners. The Board of Commissioners may remove a board member on its own motion or upon the recommendation of the MWQAC.

## **9. MEETINGS**

9a. All meetings of the MWQAC shall be in accordance with the requirements of the Oregon Public Meetings Law (ORS Chapter 192). All meetings will be open to the public.

9b. Regular & Special Meetings: Tentative agenda, time, and location for the next MWQAC meeting[s] shall be set at the end of each meeting, as mutually agreed by the members. The Department may submit items for the agenda.

- (1) Notice of the meeting time, place, and agenda shall be provided to all MWQAC members, interested persons who have requested notice, and the local news media at least three (3) days in advance of a scheduled meeting.
- (2) Additional meetings may be scheduled as needed by the MWQAC, the Chair, or the Director, with appropriate notice.
- (3) Meetings for subcommittees shall be scheduled by the subcommittee chairs, after consultation with the subcommittee members, with appropriate public notice.

9c. Minutes:

- (1) Minutes shall be a summary of the actual discussions and proceedings that transpired at the MWQAC meeting or subcommittee meeting.
- (2) Minutes shall be distributed to all members, interested persons who have requested to be on the mailing list, and the local news media prior to the next scheduled meeting, as well as be placed on the county website.
- (3) MWQAC members may submit clarification of their own comments, positions, votes or other member activity at the next regularly scheduled meeting for inclusion in the minutes of the meeting being clarified.

9d. Decision Making Method:

- (1) A motion must be pending before a decision may be made. Every effort will be made to reach consensus when the MWQAC is deliberating toward a decision. If consensus cannot be reached, the Chair or any member may call for a voice vote. In all cases, the minimum number of affirmative votes for any motion to pass must be a majority of the appointed positions.
- (2) A quorum shall be present in order to conduct business of the MWQAC.

9e. Quorum. A quorum shall be a majority of the appointed positions.

9f. A member must declare any conflicts of interest at a public meeting (ORS chapter 244). A conflict exists if a recommendation by MWQAC may potentially or actually affect the finances of the MWQAC member or a relative, defined as spouse, child or stepchild, parents of the member or the member's spouse, siblings of the member or the member's spouse, individuals for whom the member has a legal support obligation, or individuals from whom the member receives benefits arising from that individual's employment. If an actual conflict exists, the member must declare this fact at the beginning of the meeting where the issue is discussed and the member must refrain from discussing or voting on the matter. For a potential conflict of interest, the member must declare this fact at the beginning of the meeting where the issue is discussed; however, the member may still discuss and vote on the issue.

For represented positions on the MWQAC, there is no conflict of interest if the decision or action would affect the business or industry for which the individual is seated on the MWQAC to represent.

## 10. OFFICERS

10a. Appointment of Officers.

- (1) MWQAC Members will elect a Chair and Vice-Chair.
- (2) The Chair and Vice-Chair shall serve 2-year terms. At the end of each 2-year term, the Vice-Chair shall become the Chair and the MWQAC Members shall appoint a new Vice-Chair. Should the Chair be unable to complete his/her term, the Vice-Chair shall serve the remainder of the term as Chair and then serve one 2-year term as Chair.
- (3) In the event that neither the Chair nor Vice-Chair is present, the MWQAC shall designate a member-at-large to act as the Chair for that meeting.
- (4) MWQAC may choose to remove a Chair or Vice Chair when it determines that it is in the interest of the MWQAC or the county to do so. If the Chair is removed, the Vice-Chair will assume the Chair's position. If the Vice-Chair is removed, the MWQAC will elect a person to the position.

10b. Duties of Officers:

- (1) The Chair shall:
  - (a) Preside at all meetings of the MWQAC.
  - (b) Be the official representative of the MWQAC.
  - (c) Be the spokesperson to the media for the MWQAC.
- (2) The Vice-Chair shall:
  - (a) Have the authority to preside as Chair in the absence of the Chair.
  - (b) Be the Parliamentarian for each meeting.
  - (c) Record member absences.

10c. Orientation for the Chair and Vice-Chair.

- (1) The Marion County Department of Public Works - Environmental Services shall provide an orientation for the Chair and Vice-Chair within 60 days from the assumption of duties by a new Chair or Vice-Chair.
- (2) The orientation content shall provide the Chair and Vice-Chair with information concerning the conduct of meetings and the responsibilities and duties of the Chair and Vice-Chair. The information to be provided to the Chair and Vice-Chair by staff includes, but is not limited to:
  - (a) Bylaws
  - (b) Public Meetings Law
  - (c) Robert Rules of Order

## 11. SPECIAL COMMITTEES

11a. The MWQAC may authorize the Chair to appoint special subcommittees as necessary to deal with specific problems or issues the MWQAC believes appropriate.

11b. All appointed subcommittees are required to report their information and/or recommendations to the MWQAC.

## 12. CHANGE IN BYLAWS

12a. Changes to the bylaws may be proposed by the MWQAC. Any recommendations agreed upon by the MWQAC shall be forwarded to the Board of Commissioners for their approval. In accordance with Administrative Policy B-17, bylaws will be submitted to the board of commissioners by the committee chair every three years for review and approval.

12b. The Board of Commissioners may initiate changes to the bylaws. These changes will be submitted to the MWQAC for review and consultation prior to the Board of Commissioners' adoption.

- 12c. Upon the Board of Commissioners approving bylaw amendments, the Marion County Department of Public Works will update the bylaws and distribute them to all members of the MWQAC.

### **13. GUIDELINES FOR COMMUNITY RELATIONS**

- 13a. Any member of the public is welcome to attend, participate, and provide input at MWQAC meetings, at the approved agenda time.

- 13b. Public comments are encouraged and may be accepted verbally or in writing.

- 13c. Anyone who wishes to voice an opinion or present information or concerns to the MWQAC may:

- (1) Come to the meetings.
- (2) Contact the Chair or Vice-Chair.
- (3) Contact the Marion County Director of Public Works.

- 13d. The Chair shall make arrangements as appropriate to assure public participation.